

STAT


April 1987



SUPPLEMENTAL WANG INSTRUCTION

The Office of Logistics Wang Systems Coordinator (WSC) is available to provide individual or small-group instruction to supplement the formal AL10, AL20 and AL30 training provided by Wang Laboratories, Inc. This short-term instruction, offered on an as-needed basis, is tailored to the specific needs of individual OL personnel based upon their particular work situations and job requirements.

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1. LOCATION - Personalized instruction is given by the WSC at the employee's work station, in the WSC's office, or in small-group settings in  Exact location will vary according to the number of people expressing a need for training in a particular aspect of the Wang system.

2. LENGTH - Length of training will vary according to the number of people as well as the extent of instruction (e.g., the number of functions covered plus the degree of the individual's Wang experience or knowledge.)

3. TOPICS - Employees may request instruction on any Wang Alliance function, including (but not limited to):

Calculator
Calendar
Dual-column print
Glossaries


Merging documents
Messaging
Visual Memory
Visual Memory Report Writer

Global search and replace

Employees are encouraged to request assistance in using the Wang Alliance systems to meet any of their current or anticipated office needs.

4. PREREQUISITE - AL10 or some hands-on experience.

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5. CONTACT - Requests may be made in person or by telephone to the WSC, in Room 2F22, 

DISTRIBUTION: A